

---

**ORGANIZATION:** City of Newport  
**DEPARTMENT:** Parks and Recreation

---

---

**LOCATION:** Newport, Oregon  
**DATE:** October 2015

---

**JOB TITLE:** Lifeguard

**Non-Exempt  
Range R2**

---

**PURPOSE OF POSITION:**

Ensure the safety of all visitors to the City's Swimming Pool. Oversee patrons in pool setting and perform water rescue as needed. Educate patron and model pool safety procedures. Perform extra work duties as assigned. Ensure a clean and sanitary facility for all users. Perform customer service duties to ensure all visitors feel welcome and safe.

**ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:**

Perform lifeguard duties and pool surveillance. Respond to emergencies. Maintain certifications for these duties, including Lifeguard, CPR, and First Aid

Maintain a clean and sanitary facility. Keep pool free from hazards.

Provide customer service to pool patrons. Answer questions, sell passes, book reservations, and assist with swim lesson registration.

Educate and inform patrons about all safety rules and on proper use of Aquatic Center equipment.

Participate in staff in-service training sessions.

Perform and learn to perform rescues and administer first aid.

Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.

**JOB QUALIFICATION REQUIREMENTS:**

***MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:***

A high school diploma or equivalency and/or completion of high school courses. Completion of an approved Lifeguard training program. Completion of an approved CPR and First Aid certification course.

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described.

**KNOWLEDGE:** Knowledge of Lifeguard techniques, philosophies, and behaviors that are conducive to ensuring a safe aquatic environment. Knowledge of supplies and equipment, basic rules and skills involved in a variety of aquatic programs. Knowledge of techniques in overseeing various aquatic and other recreational activities. Knowledge of the philosophy, and objectives of the recreation profession, and the purpose, use, and benefit of various elements of specific programs.

**SKILLS:** Adequate swimming and water skills, skills in using typical rescue equipment, skill in the use of personal computers, various related software programs, standard office equipment, swimming pool equipment.

**ABILITIES:** Ability to establish and maintain an effective and professional working relationship with City management, supervisors, employees, Council members, other entities, and the general public. Ability to communicate effectively and professionally, both orally and in writing, with individual and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions. Ability to perform the rescue skills and first aid skills required in the job.

***SPECIAL REQUIREMENTS:***

Certifications in CPR, First Aid and Lifeguard/ obtain certification in CPR, First Aid and Lifeguard within 1 month of hire.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, climb, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires the employee to sit for extended periods of time. The position requires the employee to remain focused and attentive for extended periods of time. The position requires mobility including the ability to frequently lift or move materials up to five pounds, occasionally lift materials up to 50 pounds, and rarely lift or move materials more than 100 pounds. Manual dexterity, strength and coordination are required to operate equipment such as AED's, water rescue backboards, rescue equipment, lane lines, pool lifts, rope swing, pool vacuums, computers, keyboards, telephones, standard office equipment, and recreational equipment. The position requires the employee to climb up a ladder of approx. 6 feet to reach the position in the higher lifeguard stations. The position requires the mobility to interact with and use parks and recreation equipment. The position risks harm from physical hazards, including chemicals, fumes, wet and slippery surfaces, and swimming pools.

**WORKING CONDITIONS/WORK ENVIRONMENT:**

Work location is primarily indoors where most of work period occurs in a recreational/swimming pool setting.

**SUPERVISION RECEIVED:**

Work is performed under the general direction of the Aquatics Supervisor.

**SIGNATURES:**

*This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

_____ Incumbent Name	_____ Incumbent Signature	_____ Date
_____ Supervisor Name	_____ Supervisor Signature	_____ Date

*Date Revised: October 2015*

*Approved by: \_\_\_\_\_  
City Manager*